**University of Arizona HPP Secure Media Destruction Record**

**INSTRUCTIONS:**

1. Authorizer should complete this form.
2. Items and this completed form should be sealed into a box.
3. Box should be labeled “REGULATED MEDIA FOR SECURE DESTRUCTION” and stored securely.
4. Pickup or drop off should be arranged in accordance with Standard SEC-603.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Department Name** | | |  | | | | | | **Dept. #** | |  | | |
| **Authorizer Name** | | |  | | | | | | |  | | | |
|  |  | | | | | | |  |  | | | |  |
| **Authorizer Signature** | | | | | | | |  | **Date** | | | |  |
|  | | | | | | | | | | | | | |
| **MEDIA FOR DESTRUCTION** | | | | | | | | | | | | | |
| Please provide an accurate count of all tapes and optical media to be securely destroyed and list the counts in the table below. For hard drives, itemize each drive separately and list it by serial number in the table below. Use more than one form if necessary. | | | | | | | | | | | | | |
| * **Tapes** | |  | |  |  | | * **Optical Media (CD/DVD)** | | | | |  | |
|  | | **Description (Type)** | |  | **Quantity** | |  | | | | | **Quantity** | |
|  | | | | | | | | | | | | | |
| * **Hard Drives and USB Media** | | | |  | | |  | |  | |  | |  |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Type**  **(IDE, SATA, Flash, etc.)** | **Serial Number** |  | **Type**  **(IDE, SATA, Flash, etc.)** | **Serial Number** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | | | | | | | | | | | | | |
| **Surplus Property Attestation:**  By signing this document, Surplus Property attests that this media will be securely stored and subsequently destroyed using a SEC-603-approved destruction method. | | | | | | | | | | | | | |
|  | | | | | |  |  | | | | | | |
| **Surplus Property Representative** | | | | | |  | **Signature** | | | | | | |